

Hall of Records
Commission

ST FOR RECORDS RETENTION

Submitted to the Records Management
Hall of Records Commission

LE

Division

SCHEDULE
NO.

358

PAGE
NO.

1.

Requesting Agency

BALTIMORE CITY

2. Division or Bureau of Requesting Agency

CLERK TO THE SUPERIOR COURT

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.
4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CONDITIONAL CONTRACTS OF SALE

Dates: 1906 - -

Quantity: 29 transfer files, 17 1/4 boxes, 176 document file drawers, 12 legal file drawers (total, 543 cubic feet)

Disposable Amount: 500 cubic feet

This file is composed of conditional contracts of sale, giving the date of the contract, the names of the vendor and vendee with their signatures, the amount involved and terms of payment, a description of the property, the conditions of the contract, and a notation of the liber and folio of the Conditional Contracts of Sale Docket in which the contract is recorded. Chapter 9, Laws of Maryland, 1959, states that the contracts recorded and thereafter retained in the offices of the Clerks of Court for a period of five years from the date of recording may be destroyed. The recommendation below applies only to the contracts deposited for recording. The Dockets are to be retained permanently.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Clerk

Sept. 30, 1959

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/15/1959
Date

Archivist

OCT 21 1959
Date

Secretary